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GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
5TH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0380

LANA C. SEIVERS, Ed.D.
COMMISSIONER

MEMORANDUM

To: Special Education Supervisors
From: *NM* Nan McKerley
Date: November 17, 2003
Subject: December Census Reporting for Systems Using SESIMS

It's almost time to report your December, 2003 Census and October Court Report. We are asking all systems that are using SESIMS to generate a paper report from the program for the December Census for this office. The instructions for completing this procedure are attached. Once the required child counts are submitted to Washington, the individual school system/agency counts cannot be revised upward. A copy of the December 1 data file must be maintained by the school system/agency for use in monitoring and census verification. Please remember that federal funds are generated from the data you submit for December, therefore, the accuracy of this report is of utmost importance. It is your responsibility to review the generated reports and ensure they are accurate. Do not hand alter report totals on the generated reports. These reports are derived from the individual student data in your December file. If the reports are not accurate, individual student records must be changed prior to reprinting the reports.

It is important to ensure students are not duplicated on the December census. The statewide census data will be searched for duplicate students after the December census is received. An explanation will be requested on all students that appear to be reported more than once. Remember to check your December 1, 2003 count against your December 1, 2002 count to ensure there is not a significant discrepancy. Please note that the October Data Report should include information from October 1, 2003.

Please remember that your federal allocation is dependent upon your December census being received in this office on time. Your December census/October data reports are due no later than **Friday, December 12, 2003.** Recently, we hired Terry Long, who will be responsible for the census report and division data collection. I hope all of you will have the opportunity to work with her soon! Please mail a copy of this report to her at the following address:

Terry Long, Director of Data Services
Division of Special Education
Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380

If you have questions related to special education content issues (i.e., how to count students for funding purposes, court report date) call Terry at (615) 532-3262. If you have any questions concerning the operation of the Census Program, please call D & A Systems at (615) 449-3318. Leave a message and someone will return your call to answer your questions.

nm/bt

Enclosure

cc: Joseph Fisher
Terry Long

Management Consultants
Compliance Consultants

DECEMBER 1, 2003 CENSUS

OF

CHILDREN AND YOUTH WITH DISABILITIES

Due: December 12, 2003

Please return the attached forms to:

Terry Long
Tennessee Department of Education
Division of Special Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380

The information provided on the following forms are accurate and documentation is available for review to support this data.

System Name

Director's Signature

Date

System #

ED – 2717 / Rev 11 – 02
Department of Education

INSTRUCTIONS FOR COMPLETING THE DECEMBER 1 CENSUS

Please note: Some of the menu items below will not be available in SESIMS until December 1st.

Step 1: Update your Student File.

Make all of the changes that you need to make to your student file prior to completing the steps outlined below.

Step 2: Create the December Reporting Period File.

Create the Reporting Period File under the Utilities Menu.

Utilities
School System Setup
Edit Template Calendar
New Template Calendar
Year End File Maintenance
Create Reporting Period File
Select Reporting Period File

Choose the December file to create in the drop down
December
June

Step 3: Select the December Reporting Period File.

Select the December reporting period file before running reports. All reports will use the selected file.

Utilities
School System Setup
Edit Template Calendar
New Template Calendar
Year End File Maintenance
Create Reporting Period File
Select Reporting Period File

Select the December file that was just created in step 2.

December
June

Note: The Selected File will be displayed at the top left of the screen.

SESIMS

10/30/2003

Welcome VICTOR AKEL

Role: System Administrator

System: KNOX CO.

Selected File: December

Step 4: Print the Child Count Report

Select REPORTS SESIMS Menu

Select the Child Count Report under Federal Reports

Federal Reports

Child Count

FAPE

Enter 12/01/2003 for the Report Date.

Print the report (the report may also be saved)

Step 5: Print the FAPE report

Select REPORTS SESIMS Menu

Select the FAPE Report under Federal Reports

Federal Reports

Child Count

FAPE

Enter 12/01/2003 for the Report Date.

Print the report (the report may also be saved)

Step 6: Print the Status of Service and Inappropriately Served Reports.

Select REPORTS SESIMS Menu

Select the Status of Service Report under State Reports

State Reports
Status of Service

Enter 10/01/2003 for the Report Date.

Print the report (the report may also be saved)

Select REPORTS SESIMS Menu

Select the Inappropriately Served Report under State Reports

State Reports
Inappropriately Served

Enter 10/01/2003 for the Report Date.

Print the report (the report may also be saved)

Step 7: Manually complete the Certification– Children with Suspected Disabilities (part of the court report) and Table 3 of the FAPE Report.

Table 3

**Part B: Individuals With Disabilities Education Act
Implementation of FAPE Requirement**

2003-2004 School Year

System Name:

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System Number:

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Section E: Duplicated Count of Children With Disabilities
Enrolled in Private Schools Not Placed Or
Referred By Public Agencies

Children With Disabilities Enrolled In Private
Schools Not Placed Or Referred By Public
Agencies

Ages 3-21

Total

INSTRUCTIONS:

Duplicative Count of children with Disabilities Enrolled in Private Schools Not
Placed or Referred by Public Agencies.

Enter the total number of children reported in the sections above who have been
enrolled by their parents or guardians in regular parochial or other private
schools and whose basic education is paid through private resources and who
receive special education and related services at public expense from a local
educational agency.

Date of Census: **October 1, 2003**

School System

Date Due: **December 12, 2003**

CERTIFICATION
Persons Suspected of
Being Disabled

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

The above information is accurate and represents an unduplicated count of all persons in this agency who were **suspected** of being disabled